

The Handbook provides information, advice, and sample materials about the grant making process. It was developed to assist regional partner organizations to establish or refine their regional grant making and management programs and processes, and to serve as a resource in the first year of regional grant making during the spring of 1999. With some exceptions (noted below), regional partner organizations are not required to follow specifically the contents of the Handbook. Rather, the Handbook should be used as a companion to the IAC Grants Making & Management Service Standards.

The IAC encourages regional partners to continually assess and improve their performance in areas critical to the success of the Regional Partnership Initiative. As a guide, IAC offers standards for the four core regional services and for organization governance and management to help RAPs to strengthen, where appropriate, agency policies, procedures, and practices.

Example of how the Handbook can be used to help meet a standard:

The IAC Grants Making & Management Service Standards state that the regional partner organization should “use a systematic process for recruiting and selecting panelists”. Section 2 of the Handbook gives suggestions on desired panelist characteristics; the role of the panel chairperson, how and where to find good panelists, developing a panelist database, and sample recruitment letter, panelist job description, and application form.

Required Sections of the Handbook:

The following sections of the Handbook *must* be utilized and/or followed by RAPs. IAC and RAPs will update sections of the Handbook as necessary.

Section 1	Grants making Handbook
Section 6	Regional Grants Database (specified data fields)
Section 11	Standard Funding Formula (standard use)
Section 16	Notifying IAC about New Regional Grants (specified data fields)
Section 17	Sub-Grantee Notification Process (standard forms)
Section 20	Appeals Process (standard use)
Section 21	Grant Records (standard contents)
Section 22	Contract Processing (standard forms)
Section 25	Evaluating the Grants Making Process (customer survey required)
Section 26	Contract Monitoring (standard forms)